

NICS FFL Quick Reference Guide

Contact Information

To Request a NICS Background Check 1-877-FBI-NICS (Option 1)
General NICS Information* 1-877-FBI-NICS (Option 2,4)
ATF Distribution Center 1-202-648-6420 (ATF Forms)
ATF Licensing Center 1-866-668-2750

Website Information

NICS FFL Website www.fbi.gov/nics-ffl
NICS E-Check Website www.nicsezcheck.fbi.gov
NICS Website www.fbi.gov/nics

Hours of Operation

8a.m.-1a.m.
Eastern Standard Time

7 Days a week
(Except Christmas Day)

Contact the NICS FFL Liason

The NICS Section has dedicated a NICS Liaison Specialist to assist you in the following areas:

- Enrollment
- Code word changes/modifications
- Activation and deactivation of NICS privileges
- Troubleshooting system access
- Educating the FFLs and their employees on the NICS via telephone or by representing the NICS Section at various conventions and seminar

Contact NICS Liaison Specialist:
nicслиaison@fbi.gov

Letter Verification Used by the NICS Section

| | |
|-----------|------------|
| A-Alpha | N-November |
| B-Bravo | O-Oscar |
| C-Charlie | P-Papa |
| D-Delta | Q-Quebec |
| E-Echo | R-Romeo |
| F-Foxtrot | S-Sierra |
| G-Gulf | T-Tango |
| H-Hotel | U-Uniform |
| I-India | V-Victor |
| J-Juliet | W-Whiskey |
| K-Kilo | X-X-Ray |
| L-Lima | Y-Yankee |
| M-Mike | Z-Zulu |

NICS FFL Website: www.fbi.gov/nics-ffl

- FFL manual
- Appeal information
- E-Check information
- Enrollment information
- Email the NICS FFL liaison specialist
- View the NICS E-Check Tutorial videos
- Sign up to receive NICS messages and updates via email
- Order NICS resolution cards for your denied and/or extended delayed customers

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What is a Business Day?

A business day is any 24-hour day beginning at 12:01 a.m. the day after the check was initiated, in which state offices are open. A business day does not include Saturday, Sunday, or holidays.

The table below advises when a firearm can be transferred if no response is received:

NICS Contacted On

Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

Can Legally Transfer On*

Thursday
Friday
Saturday
Tuesday
Wednesday
Thursday
Thursday

***The transfer day may differ depending on holidays and/or state law.**

Need Documents Fast? Fax On Demand

Have Documents Faxed Directly to You

- Call 1-877-324-6427
- Enter Option 4
- Enter Option 1 for NICS documents
- Enter the document number you want faxed
 - 101—Appeal Brochure
 - 102—NICS E-Check/NICS Enrollment Form
 - 103—FBI Guide for Obtaining Your FBI Record
 - 106—NICS General Information
 - 107—NICS Resolution Card
- Enter your 10-digit fax number
- The documents will automatically be faxed to you

*During times of high transaction volume you may be redirected to use our customer service website:
www.fbi.gov/nics-ffl